



SC-PAY GRADE 17

HUMAN RESOURCES SPECIALIST I

DUTIES AND FEATURES OF THE CLASS:

The employee in this class performs professional human resource work in the development and administration of programs which include a variety of functions such as recruitment, selection, employment, employee-management relations, compensation, labor relations, employee benefits, equal employment/affirmative action, diversity, classification, and employee performance management. Work involves applying human resource theories, principles and models to the administration of human resource programs; formulating policies, procedures, systems and plans; interpreting, explaining and applying laws, rules, regulations, policies and procedures and developing solutions and providing recommendations, guidance and direction to management/officials in accomplishing organizational and operational goals and objectives and identifying and resolving issues. May assign and review the work of administrative support staff. Duties are performed with a good degree of independence with general supervision by the Director of Human Resources.

EXAMPLES OF WORK:

Administers various human resources plans and procedures for all personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual; interprets, explains and applies applicable state and federal laws, rules, regulations, policies and procedures; maintains Human Resource Information System (HRIS) records and compiles reports from database as needed; assists in the review, testing and maintenance of HRIS, including upgrades. Collaborate with functional and technical staff to coordinate application of upgrade or fix; maintains/updates Time and Attendance System records and compiles reports from database as needed; conducts interviews, new employee orientations; administers pre-employment background checks; conducts reference checks; maintains compliance with federal and state regulations concerning employment; develops and maintains affirmative action program; files EEO-1 report annually; maintains other records, reports, and logs to conform to EEO regulations; assists in administration of compensation program; helps to monitor performance appraisal process; assists in preparing and evaluating job descriptions; assists in preparing and maintaining organizational charts; assists with benefits administration to include claims resolution, change reporting, and communicating benefit information to employees; assists in administration of compensation program; assists in evaluation of reports, decisions, and results of department in relation to established goals; recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed; assists in organizational training and development efforts; provides representation at meetings, hearings, presentations, proceedings and committees; performs other related duties as required and assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of principles and practices of personnel administration; effective organizational and interpersonal skills including written and verbal communication skills; ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government law; ability to maintain a high level of confidentiality; ability to supervise the work of others; ability to establish and maintain effective working relationships.

QUALIFICATIONS:

Minimum of a Bachelor's degree or higher in Human Resources or related field with at least three (3) years' experience in Human Resources OR an Associates degree with at least five (5) years' experience in Human Resources which includes knowledge of assigned functional area(s) of human resource management, i.e., employee and labor relations, classification, compensation, recruitment, organizational development, selection, equal employment/affirmative action, employee benefits, etc.; minimum three (3) years' HRIS experience and in interpreting human resource laws, rules, regulations, standards, policies and procedures; must be proficient in Microsoft Office; excellent written and verbal communication skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35 hour work week (Monday thru Friday 8:30 A.M. to 4:30 P.M.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 1/2016